



Linda S. Adams
Secretary for
Environmental
Protection

California Environmental Protection Agency

Air Resources Board • Department of Pesticide Regulation • Department of Toxic Substances Control
Integrated Waste Management Board • Office of Environmental Health Hazard Assessment
State Water Resources Control Board • Regional Water Quality Control Boards



Arnold Schwarzenegger
Governor

MEMORANDUM

To: Cal/EPA Directors, Board Chairs, Chief Deputies

From: Linda Adams *L. Adams*
Secretary for Environmental Protection

Date: August 28, 2006

Subj: Adoption of a Cal/EPA Data Dictionary and Creation of a Data Dictionary
Steering Committee

At the recommendation of the Cal/EPA Enforcement Initiative Data Dictionary Team, I am approving a Cal/EPA policy, which will establish a Cal/EPA data dictionary for all programs. This policy is part of our continuing effort to improve Cal/EPA's enforcement programs by developing coordinated and consolidated data on the activities we regulate for use in our regulatory programs. Additionally the implementation of this policy will help to fulfill the requirements of the California Public Resources Code Sections 71060, 71061, 71062 and 71063, which require the Secretary to develop a data dictionary.

The adoption of this policy will help to lay the ground work for Cal/EPA to further improve the enforcement of environmental and public health laws by all Cal/EPA programs thus helping to meet one of Governor Schwarzenegger's key Environmental Action Plans for the Environment, strict enforcement of environmental laws and use of information technologies.

The establishment of a Cal/EPA data dictionary will lead to improvement in several aspects of our regulatory programs:

- It will allow our programs to share and exchange regulatory data on permitting, inspection, and enforcement activities resulting in improved coordination between programs in the enforcement of our laws.
- It will allow us to consolidate the information we collect to provide a better understanding of how our regulatory programs are effecting industry compliance, protecting the environment and improving public health.
- It will allow improved access by the public to information we collect and thus improve public participation.

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- It will standardize the information we collect from industry for all of our programs thus making it easier for those we regulate to collect and transmit to the many regulatory programs the information we require of them.

The policy will establish the existing data dictionary, which is in Title 27 of the California Code of Regulations, as the core data dictionary for all programs within the Cal/EPA organizational umbrella and will establish a steering committee to further develop and manage the data dictionary to assure all program needs are met.

I am assigning Don Johnson, Assistant Secretary, Cal/EPA to be my designee or representative on the Data Dictionary Steering Committee and I am asking each of the Boards, Departments and Office to assign the appropriate individuals to the steering committee, consistent with the direction provided in the policy and the steering committee charter. Please provide the names of your representatives to Don by September 22, 2006. The representatives you assign to this steering committee will elect the chair of the committee.

The first meeting of the Steering committee will be on October 4 at 3:00 in conference room 2540. During this meeting your representatives will select a chair for the committee and develop a schedule as to how they will proceed in the development and implementation of a Cal/EPA wide data dictionary.

Finally I want to thank each of you for the support you have provided in the development of this policy. Your staff has worked very hard over the last year to lay the ground work for this effort and that support is very much appreciated.

CAL/EPA POLICY MEMORANDUM

SUBJECT: STANDARDIZED ENVIRONMENTAL INFORMATION DATA DICTIONARY FOR DATA SYSTEMS RELATED TO REGULATED ENTITIES	NUMBER: ENF-06-01
	DATE ISSUED: SEPT 1, 2006
	EXPIRES: UNTIL RESCINDED
	CATEGORY: <u>ENF/INFORMATION</u> <u>MANAGEMENT</u>

One of the Governor's, the Legislature's and Cal/EPA's long term goals is to foster the ability of all environmental regulatory programs to retrieve and share information from any Board's, Department's or Office's (BDO's) data system(s) as necessary to accomplish identified environmental goals. An important step in accomplishing this goal is the creation of a standard Cal/EPA-wide data dictionary for information collected and maintained on regulated activities or from regulated entities. California Code of Regulations (CCR), Title 27, currently includes an environmental data dictionary of significant scope. This policy establishes the Cal/EPA Data Standards Steering Committee and processes to be used by all Cal/EPA BDOs with regard to using and modifying the CCR Title 27 Data Dictionary.

Existing Information Systems

The Cal/EPA Data Standards Steering Committee (DSSC) will identify data bases that are potentially relevant across BDOs, and will prioritize the data bases most in need of revision. DSSC will also identify the Data Dictionary development or data mapping needed to accommodate intra-agency access and retrieval. BDOs will evaluate the feasibility of modifying their existing systems to match the Title 27 Data Dictionary as quickly as reasonably possible, consistent Public Resources Code Section 71062 and with the priorities established above.

New Information Systems

BDOs shall consider Title 27 Data Dictionary specifications when developing new data bases and shall accommodate those fields, as appropriate and feasible. Particular emphasis shall be placed on data fields related to stationary industrial activity under the combined regulation of two or more BDOs.

Additions to Title 27 Data Elements

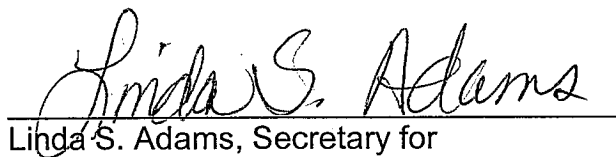
BDOs will compare existing and proposed data base elements with the specifications in Title 27. BDOs shall determine whether new elements are needed for possible adoption in Title 27. The Data Dictionary Steering Committee will maintain a master data dictionary of all

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data elements in significant information systems, which will include data elements that are included in the T-27 data dictionary and data elements that are not in the Title 27 data dictionary.

Questions

Direct all questions regarding this policy to Don Johnson, my designee on the Data Standard Steering Committee, or to the Chair of the Data Standards Committee.

A handwritten signature in cursive script, reading "Linda S. Adams", is written over a horizontal line.

Linda S. Adams, Secretary for
Environmental Protection

Attachments: Governance Charter for the Data Standards Steering Committee
Statutory and Regulatory References

CPM ENF-06-01 Attachment 1
Standardized Environmental Information Data Dictionary
CHARTER

TEAM NAME: Cal/EPA Data Standards Steering Committee
TEAM SPONSOR: Secretary of Cal/EPA or Designee

OBJECTIVE

It is the intent of this charter to establish a committee to achieve coordinated data management throughout Cal/EPA as soon as reasonably possible and to the maximum extent feasible, consistent with the requirements of the Public Resources Code sections 71005 through 71068. Since a multi-year effort is envisioned, priority shall be placed on achieving coordination for the new and existing data bases of highest common interest to Cal/EPA's Boards, Departments and Offices and/or its external stakeholders.

BACKGROUND

Currently, there does not exist within Cal/EPA an integrated information system that can assure data is collected, analyzed, and made available to all programs to prioritize and allocate their resources. The lack of consistent data standards across Cal/EPA has complicated the sharing and combining of environmental information across programs. Additionally, the lack of consistency in type of data collected has created a burden on those regulated by Cal/EPA by requiring them to submit similar data in different ways. An important step in the quest to have an integrated information system is the development of a uniform data dictionary across all environmental media, regulatory, and enforcement programs. A single data dictionary will enable the sharing of data and the creation of useful information about environmental risks and benefits across BDOs and their individual programs.

GOVERNANCE

Upon approval of Cal/EPA policy ENF06-01, a Data Standards Steering Committee (DSSC) will be formed with a program representative from each Cal/EPA Board, Department, and Office (BDO), a representative of the Cal/EPA Secretary (designee), an Information Management Advisory and Coordinating Committee (IMACC) representative from each BDO, one of which will be the designated lead IMACC representative on the DSSC, and the Agency Information Officer. The chair person for the DSSC will be elected by the DSSC members.

GOALS:

- Implement the Cal/EPA policy "ENF A06-01" regarding the creation of a Cal/EPA wide data dictionary.
- Inventory all current Cal/EPA databases that are potentially affected by this policy.
- Identify highest priority data bases for modification to comply with data dictionary objectives and update that priority ranking at least once every two years.

- Coordinate the continuing development of data standards across BDOs.
- Establish a Title 27 data dictionary change management process.
- Periodically, upon request, provide progress reports to the Secretary or designee.
- Form technical work groups to address short term technical issues as required.
- Maintain a master Cal/EPA wide data dictionary that consists of all data elements of interest not included in the Title 27 data dictionary.

APPROACH

1. Each BDO will develop a plan and schedule for implementation of Cal/EPA policy "ENF A06-01" and present to the DSSC.
2. BDOs will notify the DSSC of new data bases under development and the extent to which they comply with existing data dictionary fields in regulation.
3. The DSSC will document all proposed new data elements in a tracking system and determine the extent to which they comply with Cal/EPA's data dictionary objectives.
4. While each BDO is responsible for making the necessary regulatory changes to the Title 27 data dictionary the DSSC will coordinate all changes and regulatory development, consistent with the priorities established by the DSSC.
5. The DSSC will recommend regulatory changes to the Secretary for data dictionary elements not specific to a BDO.
6. Facilitate data mapping of existing information system data dictionaries to the Cal/EPA Title 27 data dictionary, when necessary for data exchange.

POLICY REVIEW

The DSSC has the discretion to review the Standardized Environmental Information Data Dictionary Policy as needed and recommend modifications to the Secretary.

COMMITTEE COMMITMENTS

1. Committee Sponsor: The Secretary of Cal/EPA and designee
 - "Owns" the process
 - Will resolve policy issues with Cal/EPA BDO management as needed
 - Authority to make recommendations and make decisions
 - Will dedicate necessary time to allow for support of the committee
2. Cal/EPA BDO Executive Management:
 - Provide resources for participation on the committee and completion of committee responsibilities
3. Committee Chair: Elected by the DSSC for a period determined by the DSSC.
 - Plans and organizes Committee activities
 - Lead and facilitate meetings of the committee
 - Ensures timelines and deliverables are met

- Briefs the Secretary, designee or BDO Executive management on activities of the Committee

4. Committee Members: Selected by BDO Executive Management

- Actively participate in the committee
- Attend meetings as scheduled or have an alternate attend
- Work with their respective BDO program staff to implement the intent of ENF-06-01.

DEFINITIONS

Environmental data elements: all data elements collected by Cal/EPA BDOs, generally excluding those related to human resource and administrative programs.

Regulated facility: any location, entity, or party which is monitored or regulated by any of the BDOs, or other government agency, like air quality management district.

A handwritten signature in cursive script, reading "Linda S. Adams". The signature is written in dark ink and is positioned above a horizontal line.

Linda S. Adams, Secretary for
Environmental Protection